

SECRET

3 September 1974

MEMORANDUM FOR: Chief, Position Management and Compensation Division, OP

SUBJECT : Staffing Complement Adjustment
Office of Finance

1. In accordance with your request at our meeting on 21 August 1974, the attached reflects establishment of three (3) additional GS-07 positions in the Central Travel Branch, Certification and Liaison Division to handle the travel-related workload of the DD/O Directorate. One (1) GS-07 position is added to the Interview and Assistance Section which handles overseas PCS and TDY travel [REDACTED]. Two (2) GS-07 positions are to be added to the Audit and Transportation Section which handles audit of domestic TDY [REDACTED] 25X1A vouchers, transportation and storage on a world-wide basis, airline billings and transportation requests, etc.

2. The ceiling for the above three (3) positions is to be taken from the [REDACTED] Compensation and Tax Division in accordance with our discussions at the aforementioned meeting.

25X1A

3. The attached also reflects upgrading the two (2) GS-08 supervisors to GS-09 and one (1) GS-06 worker level to GS-07 which you had indicated had been approved at these levels in your recent survey.

25X1A

[REDACTED]

Administrative Officer
Office of Finance

Attachment
As stated above

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Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080029-1

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